

## Staff Handbook

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# INTRODUCTION

Saint Mary's College of California

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# **INTRODUCTION**

## **WELCOME**

As a staff member at Saint Mary's College of California (also referred to in this Staff Handbook as "Saint Mary's College," "Saint Mary's" or "College"), you are engaged in advancing the College's Mission and are an important part of the College community. We hope you will find your work at Saint Mary's College to be rewarding, challenging and productive.

## **TO WHOM THE STAFF HANDBOOK APPLIES**

This Staff Handbook as amended from time to time ("Handbook") is intended to inform individuals employed in or assigned to staff positions at the College of their benefits and obligations as an employee of the College. Staff positions cover all positions at the College other than faculty appointments to teach. Individuals employed at or assigned to the College who hold faculty appointments (whether tenure-track or non-tenure-track) to teach are covered by the Faculty Handbook.

## **STAFF EMPLOYEES WHO CONCURRENTLY HOLD FACULTY STATUS**

Individuals assigned to work at or who are employed by the College in a staff position (i.e., in any non-teaching role) and who concurrently hold faculty appointments to teach must also refer to the Faculty Handbook, as they may be covered by applicable provisions of both this Handbook and the Faculty Handbook, depending on the context and their role (staff or teaching) in which a work-related situation arises. When an individual has both staff and teaching responsibilities and, as a result holds concurrent staff and faculty status, the Director of Human Resources, in consultation with the Provost, makes the final decision as to which handbook controls the particular issue(s) and/or conduct.

## **QUESTIONS AND UPDATES**

The Handbook summarizes the College's policies and, generally, certain procedures and practices in effect at the time of publication. Please read the Handbook carefully and return the acknowledgement forms, signed and dated, to Human Resources. This Handbook may be amended from time to time. You will find the most recent version of the Handbook on SMCnet and the Human Resources website. Review these sources to determine if there have been updates to it, before relying on any particular section. In addition, the College may announce, from time to time, new policies or procedures via SMCnet or email, and the HR site also provides additional operational details and forms related to certain Handbook sections. If you have questions about any of the information contained in this Handbook, including if a section you are relying on is the most current one, please contact Human Resources (x4212), as you are presumed to have notice of and to understand its contents.

## ABOUT SAINT MARY'S COLLEGE OF CALIFORNIA

**History of the College:** Saint Mary's College of California is one of the oldest colleges in the West. Dedicated in San Francisco by Archbishop Joseph S. Alemany, O.P., in 1863, the Brothers of the Christian Schools assumed its operation in 1868 and have since then determined its character and growth. Under the laws of the State of California, the College was incorporated in 1872 and given a charter empowering it to confer degrees and to exercise all other privileges of a College. The campus was relocated from San Francisco to Oakland in 1889 and to Moraga in 1928. In 1941, the College instituted a liberal arts program whose core was the World Classics Seminar, and in 1972 the College became coeducational. During subsequent years there was substantial growth in the School of Education, and a School of Extended Education, a cooperative nursing program, and a School of Graduate Business programs were established.

Today, Saint Mary's College is the only college of its size and character in Northern California. Effective fall 2007, the College's enrollment was 4,172 students, of which 2,489 were traditional undergraduates including 1,506 students living on campus. The College currently employs approximately 535 full-time and part-time faculty, and 450 full-time and part-time staff employees. In 2012-2013, the College will mark its 150<sup>th</sup> anniversary, and the 85<sup>th</sup> year of its location in Moraga.

**The Brothers of the Christian Schools,** founded by St. John Baptist De La Salle in France in 1680, are members of a Catholic religious lay order who live in community and devote their lives to Christian education. Forming the largest teaching congregation in the Catholic Church, with some 9,000 members teaching 830,000 students in 70 countries, the Brothers bring to their teaching a 327 year tradition of religious dedication, educational philosophy, scholarly preparation and an eagerness to share with students the excitement of learning focused education guided by the College's Catholic, Lasallian and Liberal Arts traditions.

**The Students of the College:** Reflecting the long Lasallian tradition of a Christian liberal arts education oriented to the needs of students, at various times in its history the College has included a Law School, a School of Extended Education, a Pre-Nursing Program and an Engineering Department, as well as programs focusing specifically on the humanities. The expansion of both student population and academic programs has reflected the learning and educational needs of students for which the College exists.

**The Faculty and Staff of the College** are composed of lay employees, brothers, and from time to time, priests and sisters. Members of the faculty are hired and promoted primarily for their dedication to and skill as teachers. In general, the size of the College and the interests and dedication of its employees offer opportunities for an extraordinarily interactive and personal relationship with students. Members of the staff are employed across the campus, in services and departments such as the Registrar's office, Financial Aid, Communications, Student Life, Public Safety, Academic Departments, Athletics and Recreational Sports, the Library, Art Gallery, Academic Advising and Achievement, Advancement, Alumni Services, Business Office, Buildings and Grounds, computer services (CaTS), and Human Resources. All employees of the College are dedicated to providing excellent services and to enhancing and safeguarding the resources of the College.

## **SAINT MARY'S COLLEGE MISSION STATEMENT**

In the twenty-first century, Saint Mary's College celebrates the three traditions which have sustained it since its earliest years and seeks its future in them: the classical tradition of liberal arts education, the intellectual and spiritual legacy of the Catholic Church, and the vision of education enunciated by Saint John Baptist De La Salle and developed by the Brothers of the Christian Schools and their colleagues in a tradition now more than 300 years old.

The Mission of Saint Mary's College is:

*to probe deeply the mystery of existence by cultivating the ways of knowing and the arts of thinking.*

Recognizing that the paths to knowledge are many, Saint Mary's College offers a diverse curriculum that includes the humanities, arts, sciences, social sciences, education, business administration and nursing, serving traditional students and adult learners in both undergraduate and graduate programs. As an institution where the liberal arts inform and enrich all areas of learning, it places special importance on fostering the intellectual skills and habits of mind which liberate persons to probe deeply the mystery of existence and live authentically in response to the truths they discover. This liberation is achieved as faculty and students, led by wonder about the nature of reality, look twice, ask why, seek not merely facts but fundamental principles, strive for an integration of all knowledge, and express themselves precisely and eloquently.

*to affirm and foster the Christian understanding of the human person which animates the educational mission of the Catholic Church.*

Saint Mary's College holds that the mystery which inspires wonder about the nature of existence is revealed in the person of Jesus Christ giving a transcendent meaning to creation and human existence. Nourished by its Christian faith, the College understands the intellectual and spiritual journeys of the human person to be inextricably connected. It promotes the dialogue of faith and reason; it builds community among its members through the celebration of the Church's sacramental life; it defends the goodness, dignity and freedom of each person, and fosters sensitivity to social and ethical concerns. Recognizing that all those who sincerely quest for truth contribute to and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College.

*to create a student-centered educational community whose members support one another with mutual understanding and respect.*

As a Lasallian college, Saint Mary's holds that students are given to its care by God and that teachers grow spiritually and personally when their work is motivated by faith and zeal. The College seeks students, faculty, administrators and staff from different social, economic, and cultural backgrounds who come together to grow in knowledge, wisdom and love. A distinctive mark of a Lasallian school is its awareness of the consequences of economic and social injustice and its commitment to the poor. Its members learn to live their responsibility to share their goods and their service with those who are in need, a responsibility based on the union of all men and women in the world today and on a clear understanding of the meaning of Christianity.

*(From: The Brothers of the Christian Schools in the World Today: A Declaration).*